

## PROJECT MINUTES

Project:	New Bourne Intermediate School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	5/2/19
Re:	School Building Committee Meeting	Meeting No:	69
Location:	Bourne High School Professional Library	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	<b>Voting Member</b>
✓	Peter J. Meier	Board of Selectmen	<b>Voting Member</b>
✓	Christopher Hyldborg	School Committee	<b>Voting Member</b>
	Natasha Scarpato	Member at Large	<b>Voting Member</b>
	Donna Buckley	Member at Large	<b>Voting Member</b>
✓	Richard A. Lavoie	Finance Committee	<b>Voting Member</b>
✓	William Meier	Building Trade Expert	<b>Voting Member</b>
✓	Erika Fitzpatrick	School Committee	<b>Voting Member</b>
	Frederick H. Howe	Member at Large, Vice-Chairman School Building Committee	<b>Voting Member</b>
	Steven M. Lamarche	Superintendent of Schools, BPS	<b>Voting Member</b>
✓	Jordan Geist	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Paul O'Keefe	Local Official Responsible for Building Maintenance	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
	Bill Beatrice	FAI, Architect	
✓	Jay Williams	FAI, Architect	
	Robert Brait	Brait Builders (BBC) General Contractor	
✓	Tony Dias	SMMA, OPM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
69.1	Record	Call to Order, 6:30 PM.
69.2	J. Seeley	<p>The Committee reviewed their findings from the project tour held at 5:00pm on 5/2/19.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. P. Meier indicated he believed the project was exceptionally well designed and constructed.</li> <li>2. J. Potter indicated the amount of work BBC completed in the one year since the beam topping-off ceremony is to be commended.</li> <li>3. R. Lavoie asked what aspect of the project is included in the Phase 1 Substantial Completion? <i>J. Williams indicated the building and sidewalks immediately around the building, the final paving and playground work will be part of the Phase 2 Substantial Completion.</i></li> <li>4. P. Meier asked what is the date for the Phase 3 Substantial Completion? <i>J. Williams indicated the contractual Substantial Completion date for Phase 3 is 11/18/19.</i></li> <li>5. R. Lavoie asked if the Committee can receive a copy of the punch list? <i>J. Seeley indicated yes and he will forward a copy to the Committee.</i></li> <li>6. K. Anderson asked for an overview of the types of items on the punch list? <i>J. Williams indicated the list is comprised mostly of many small touch-up type items, the larger items are the completion of the final paving and the playground.</i></li> </ol>
69.3	Record	<p>J. Williams distributed and reviewed the Phase 1 Substantial Completion Certificate.</p> <p>A Motion was made by P. Meier and seconded by R. Lavoie to approve the Phase 1 Substantial Completion Certificate and recommend signature by T. Guerino. No discussion, motion passed unanimous.</p>
69.4	Record	W. Meier, on behalf of the Committee, thanked J. Norton for all her hard work, dedication and personal commitment to the project.
69.5	Record	Next <b>SBC Meeting: May 16, 2019 at 6:30 pm</b> at the Veterans Memorial Community Center.
69.6	Record	A Motion was made by P. Meier and seconded by C. Hyldburg to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Phase 1 Substantial Completion Certificate

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

# PROJECT MEETING SIGN-IN SHEET

Project: Bourne Intermediate School  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: Bourne High School Professional Library

Project No.: 15041  
 Meeting Date: 5/2/2019  
 Meeting No: 69  
 Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	<a href="mailto:onsetjp@juno.com">onsetjp@juno.com</a>	Chairman, School Building Committee
	Peter J. Meier	<a href="mailto:pmeier@townofbourne.com">pmeier@townofbourne.com</a>	Board of Selectmen
	Christopher Hyldburg	<a href="mailto:chrish@alpha-1.com">chrish@alpha-1.com</a>	School Committee
	Natasha Scarpato	<a href="mailto:scarpato4@comcast.net">scarpato4@comcast.net</a>	Member-At-Large
	Donna Buckley	<a href="mailto:d.j.buckley23@gmail.com">d.j.buckley23@gmail.com</a>	Member-At-Large
	Richard A. Lavoie	<a href="mailto:Richl.Lavoie@gmail.com">Richl.Lavoie@gmail.com</a>	Finance Committee
	William Meier	<a href="mailto:Dusty22752@aol.com">Dusty22752@aol.com</a>	Building Trade Expert
	Erika Fitzpatrick	<a href="mailto:efitzpatrick@bourneps.org">efitzpatrick@bourneps.org</a>	School Committee
	Frederick H. Howe	<a href="mailto:rickhowe9@gmail.com">rickhowe9@gmail.com</a>	Member-At-Large
	Steven M. Lamarche	<a href="mailto:slamarche@bourneps.org">slamarche@bourneps.org</a>	Superintendent of Schools, BPS, MCPPO
	Jordan Geist	<a href="mailto:jgeist@bourneps.org">jgeist@bourneps.org</a>	Director of Business Services, BPS
	Thomas M. Guerino	<a href="mailto:tguerino@townofbourne.com">tguerino@townofbourne.com</a>	Town Administrator
	Paul O'Keefe	<a href="mailto:mmachief@gmail.com">mmachief@gmail.com</a>	Local Official Resp. for Building Maintenance
	Elizabeth A. Carpenito	<a href="mailto:ecarpenito@bourneps.org">ecarpenito@bourneps.org</a>	Principal, BES
	Kathy Anderson	<a href="mailto:kanderson@bourneps.org">kanderson@bourneps.org</a>	Elementary/Special Education Secretary
	Janey Norton	<a href="mailto:jnorton@bourneps.org">jnorton@bourneps.org</a>	Principal, PES
	Jay Williams	<a href="mailto:jwilliams@flansburgh.com">jwilliams@flansburgh.com</a>	Flansburgh Architects (FAI)
	Bill Beatrice	<a href="mailto:bbeatrice@flansburgh.com">bbeatrice@flansburgh.com</a>	Flansburgh Architects (FAI)
	Robert Brait	<a href="mailto:rbrait@braitbuilders.com">rbrait@braitbuilders.com</a>	Brait Builders Corporation (BBC)
	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	SMMA
	Tony Dias	<a href="mailto:ADIAS@smma.com">ADIAS@smma.com</a>	SMMA

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## Agenda

Project: Bourne Intermediate School  
Re: School Building Committee Meeting  
Meeting Location: Bourne High School Professional Library  
Prepared by: Joel Seeley  
Distribution: Committee Members (MF)

Project No.: 15041  
Meeting Date: 5/2/2019  
Meeting Time: 6:30 PM  
Meeting No.: 70

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1. Call to Order
  2. Discuss Project Tour
  3. Phase 1 Substantial Completion Vote
  4. Public Comments
  5. Next Meeting: May 16, 2019
  6. Adjourn

**CERTIFICATE OF  
SUBSTANTIAL  
COMPLETION**

AIA DOCUMENT G704

Distribution to:

- Owner
- Architect
- Contractor
- Field
- Other

PROJECT: New Bourne Intermediate School  
(name, address) 70 Trowbridge Road  
Bourne, MA 02532

ARCHITECT: Flansburgh Associates, Inc.

ARCHITECT'S PROJECT NUMBER: 1514.01

CONTRACTOR: Brait Builders Corporation

TO (Owner): Town of Bourne  
24 Perry Avenue  
Buzzards Bay, MA 02532

CONTRACT FOR: New school and site work

DATE OF ISSUANCE: 4/30/19

CONTRACT DATE: 11/30/17

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Phase I work including new intermediate school and site work (but excluding final finish coat bituminous surface paving and striping, and playground work). See attached punchlist.


The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as 4/30/19 which is also the date of commencement of applicable warranties required by the Contract Documents. except as stated below.

**DEFINITION OF DATE OF SUBSTANTIAL COMPLETION**

The Date of Substantial Completion of the Work of designated portion thereof is the Date certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended. as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Architect, is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

Flansburgh Associates, Inc.  
\_\_\_\_\_  
ARCHITECT BY  DATE 4-30-19

The Contractor will complete or correct the Work on the list of items attached hereto within sixty (60) from the above Date of Substantial Completion.  
Brait Builders Corporation  
\_\_\_\_\_  
CONTRACTOR BY  DATE 4-30-19

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at  
noon (time) on 4/30/19 (date).  
Town of Bourne  
\_\_\_\_\_  
OWNER BY \_\_\_\_\_ DATE \_\_\_\_\_

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: (Note - Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage: Contractor shall secure consent of surety company, if any.)  
Per contract documents.